

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 34-2004

OPENING DATE: 08 October 2004  
CLOSING DATE: 25 October 2004

ANTICIPATED FILL DATE: 28 November 2004

POSITION TITLE AND NUMBER:

Training Technician  
PDCN: 80335000  
PCN: 779157

UNIT/ACTIVITY AND DUTY LOCATION:

145 Aerial Port Squadron,  
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 10.09%)

TECH - GS-1702-07 \$32,447 - \$42,177

EMPLOYMENT STATUS:  
Excepted Service

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY. TECHNICIAN: Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 12 months specialized experience for GS-07 grade which demonstrates the applicant has acquired the below listed KSA'S.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the four KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Ability to secure facilities and coordinate training.
2. Ability to develop lesson plans and assuring that plans are followed.
3. Ability to obtain training materials and set up equipment.
4. Ability to gather data and to prepare and submit reports.
5. Ability to follow agency directives in monitoring and controlling a testing environment.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG is mandatory. AFSC: 2T2X1, 3S2XX Not to exceed MSGT/E-7.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for implementation and administration of Aerial Port Training, Career Development, Professional Military Education, and various multi-media training programs for Air Technicians, AGR's, and Traditional Guardsmen. Coordinates and oversees training programs to include, but not limited to: Career Fields Education and Training Plan, Enlisted Specialty Training, Cross utilization retraining, formal technical training, Instructional Systems Development, Professional Military Education, ancillary training, automated training system products and the multi-media library. Advises supervisors and unit personnel of new systems and equipment available for training use based upon advance data obtained from plans and programs. These include Air Transportation Computer Based Training, Remote Consolidated Aerial Port Subsystem, Computer Automated Load Manifesting, and any other available training systems. Develops local unit operating policies and implements training policies and procedures as directed from higher headquarters. Provides technical training guidance and/or assistance to branch/section chiefs and work center supervisors. Chairs and conducts training meetings with appropriate staff, subject matter experts and supervisors. Ensures training programs that provide both the skill upgrading and technical knowledge necessary for safe and efficient mission performance are implemented. Functions as the liaison with base training; submits recommendations to base training for changes to applicable directives. Develops aerial port operating instructions and other training policy documents. Identifies problem areas, determines causes, and resolves training deficiencies through document research, use of subject matter experts, interviews, and work observations. Advises the Air Cargo/Passenger Worker Supervisor of critical or controversial training and/or training management issues and recommends solutions to these issues. Advises the technician supervisor and staff as to the skill levels of personnel assigned to the organization and of projected manning inputs. Recommends areas of training, retraining, and required manning changes to maintain unit readiness. Incorporates training processes for personnel at all skill levels to ensure training curriculum provides appropriate skill, job, and technical knowledge. On a regular basis, confers with management and key operating personnel to discuss factors pertaining to training needs, problems, and the goals of training. The incumbent is directly responsible for the implementation of instructional systems development and all applicable learning activities. Outlines detailed guidance for preparation of lesson plans for job breakdowns for presentation of subject matter. Provides staff assistance in carrying out training programs involving all full time and traditional personnel. Determines the effectiveness of progression of training programs by means of staff assistance visits and review of correspondence and reports. Renders technical assistance and policy guidance to obtain and maintain an effective training program to satisfy unit training needs. Researches and identifies available resources to ensure cost/time effective training with the optimum degree of quality instruction. Ensures all personnel who train, manage, supervise or evaluate enlisted personnel have been properly trained and certified. Coordinates to ensure all Enlisted Specialty Training principles (i.e., realism, integration, flexibility, and simplicity) are present during training and that established directives are followed. Provides oversight for use of new systems and equipment utilized for training. Responsible for adherence to all applicable training regulations and directives. Establishes and maintains knowledge of the skill level testing program for aerial port personnel. Reviews test results and other qualification data to identify and address any deficiency in established training procedures. Ensures all duty position and skill level upgrade requirements are identified and achieved. Coordinates all liaison activities with appropriate base support services. Provides oversight of all unit training programs, instructional guidance, classroom training, and applicable training documentation. Ensures compliance with all applicable publications, reference material, Air Force Job Qualification Standards, necessary exportable courseware, proficiency evaluations, and knowledge assessment tools to adequately support training programs. Plans and conducts inspections of all training activities to ensure records are maintained and in compliance with established directives. Prepares training activity reports and inspection reports. Develops and implements annual training schedules and outlines. Acts as the unit deployment coordinator. Assists in the scheduling and coordination of all annual training deployments for aerial port personnel. Communicates directly with other organizations to include the Air National Guard Readiness Center and Air Education Training Command on all training programs and activities. Maintains liaison with Field Training Detachment, Mobile Training Detachment, Air Education Training Command advisory services, and film libraries to ensure their effective utilization in support of the training programs. Plans and coordinates schedule for personnel who will attend technical schools and other training organizations.

Obtains and reviews training films, slides, aids, specialty standards, and manuals to assist section supervisors in their training programs. Arranges for adequate space and facilities to meet training needs. Coordinates with the base test control office in order to assist in administering controlled tests for personnel enrolled in mandatory or voluntary career development and professional military education courses. Monitors career development course completion and training progression of all trainees to ensure timely and knowledgeable completion of required courses. Conducts studies and analyses information pertaining to effectiveness of unit training programs and advises the unit commander concerning corrective measures appropriate to improve unit training capability. Assists in the accomplishment of the Unit Status of Resources and Training System monthly report. Determines and recommends to unit commander and air cargo worker supervisor training needs and establishes priorities for ancillary training, on-the-job training, and available in-service education courses. Develops and monitors schedules for both officer and enlisted personnel. Assists in the review of lesson plans for administrative and related training. Ensures adequate classroom space and appropriate training aids are available to conduct classroom training. Conducts follow-up action on the administration aspects of training, analyses and evaluates effectiveness of training, and maintains related records. Must be completely familiar with and applies knowledge of Air Force classification manuals and on-the-job training requirements for unit or assigned Air Force Specialty Code of authorized officers and enlisted personnel. Initiates and coordinates personnel action and classification documents. Performs as the workday control officer to include allocating, programming, coordinating and monitoring man-day projects. Acts as deployment coordinator for administrative actions concerning annual tours such as training requirements, logistical support, billeting, and airlift coordination. Maintains liaison with active duty terminals where training is to be conducted to resolve any reception or training problems. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board. A copy of this announcement will be posted on the 145 MSF web page.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.
6. Individual selected as a trainee may be noncompetitively promoted to the next grade level upon completion of the time in grade requirement and the required training.

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA12, VCSOP-1